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58-0651

Executive Registry
58-1452

26 February 1958

MEMORANDUM FOR: Deputy Director/Support

SUBJECT : Personnel Announcements/Announcement of Assignment to Key Positions, etc.

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While I have not made a compilation of the number of "Personnel Announcements" under the [redacted] "Announcement of Assignment to Key Position" under the Notices that are issued, it is my impression that there are a fairly substantial number in the course of a year. Therefore, in the interest of economy, not only from the point of view of cutting down on the amount of printing and paper work required, but more particularly on cutting down the number of man hours consumed in handling these papers, I would recommend that a procedure be initiated to issue either monthly, bi-monthly, or quarterly notices of personnel assignments or individuals appointed to key positions. Inasmuch as those in the Clandestine Services generally do not receive Agency-wide circulation, I would suggest that this periodical be prepared so that it can be separated into two parts for issuance.

FOIAb3b

[redacted]

LYMAN B. KIRKPATRICK
Inspector General

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